This policy is provided to all Year Ten students at Tranby College and is based on Curriculum Council requirements.

This policy covers the assessment of all courses offered in Year Ten at Tranby College.

1 Student Responsibilities

It is the student’s responsibility to:

- complete all course requirements by the due date
- maintain a good record of attendance, conduct and progress (a student who is absent from a class for five lessons or more per term is deemed to be at risk)
- initiate contact with teachers concerning absence from class, missed in-class assessment tasks, requests for extension of the due date for out of class assessment tasks and other issues pertaining to assessment.

2 Teacher Responsibilities

It is the responsibility of the teaching staff to:

- develop a teaching/learning programme that meets the syllabus requirements
- provide students with a course outline and an assessment outline at the start of the course
- ensure that assessments are fair, valid and reliable
- provide students with timely assessment feedback and guidance
- maintain accurate records of student achievement
- keep completed assessments for each course studied so that it is available for in-school moderation purposes or for student study, by arrangement
- meet school and external timelines for assessment and reporting
- inform students and parents of academic progress as appropriate.

3 Information Provided to Students

At the start of every course, the teacher may provide a printed copy of the following to each student: This is not essential in Year Ten.

- the syllabus
- a course unit outline that includes at least the following information:
  - the content
  - the sequence in which the content will be taught and the approximate time to teach each section
- an assessment outline that includes at least the following information:
  - the assessment types
  - the weighting for each assessment type
  - the weighting for each assessment task
  - a general description of each assessment task
  - a general indication of the content covered by each assessment task
In each course unit a number of assessment tasks occur during the semester/year. Some tasks are completed in-class and others are completed out-of-class. Each task provides evidence of student achievement, the combination of which the teacher uses to assign a grade at the completion of the course.

During every course, the requirements for every assessment task will be clearly described in writing (i.e. what the student needs to do, and perhaps indicating the steps involved for extended tasks). Where appropriate, the criteria against which the task will be marked or rated will also be provided.

4 Modification of the Assessment Outline

When a student’s disability or specified learning disability does not allow them to complete a particular assessment task, the teacher may modify the task. This will normally occur in consultation with the Head of Senior School / Learning Area Co-ordinator. An individual education plan may be developed to show the detail of any modifications to the assessment outline for the course unit.

When a student’s personal circumstances limits their capacity to complete a particular assessment task, the teacher, in consultation with the student and others involved, may negotiate a variation to the submission date. In making decisions about adjusting timelines for a particular student, the teacher will bear in mind fairness for all.

If circumstances change during the teaching of a course that requires the teacher to make adjustments to scheduled assessment tasks then those changes will be communicated, in a timely manner, to students.

5 Completion of a Course

A grade is assigned for each course completed (i.e. if the student completes the College’s structured education and assessment programme within the given timeframe). Students are required to:

- submit all out-of-class assessment tasks for marking on the due date
- attempt all in-class assessment tasks on the scheduled date.

Note: If an assessment task cannot be submitted directly to the class teacher it is to be submitted to the Head of Senior School / Learning Area Co-ordinator.

Unless there is a reason that is acceptable to the College (see Section 6 for details), failure to attend a scheduled in-class assessment task or submit on time an out-of-class assessment task will result in the student either:

- receiving a lower mark than expected for that assessment, and
- receiving a lower grade than expected at the end of the course unit or (if sufficient evidence is available from the assessment tasks completed to assign a grade).

For any late out-of-class assessment task, where the student does not provide a reason which is acceptable to the College, the following penalties apply:

Courses

- 10% reduction in the mark (if submitted one school day late)
- 20% reduction in the mark (if submitted two school days late)
- 50% reduction in the mark (if submitted three school days late)
- A mark of zero (if submitted more than three school days late or not submitted)
- If a weekend is included in the days overdue, an additional penalty of 10% will be added.
Note: Where a student is likely to experience difficulty meeting a deadline they must discuss the matter with the teacher at the earliest opportunity before the due date.

For any missed in-class assessment task where the student does not provide a reason which is acceptable to the College, in consultation with the Head of Senior School, the following penalties apply:

Courses

- a mark of zero

If a student does not submit an assessment task or attend a scheduled in-class assessment task, the teacher will contact the parent/guardian to discuss the student’s position with regard to satisfactory achievement in the course.

6 Acceptable Reasons for Non-submission or Non-completion

The penalty for non-submission or non-completion, if any, will be negotiated if the student provides a reason acceptable to the College. For example:

- where sickness, injury or significant personal circumstances for part or all of the period of an out-of-class assessment task prevents completion and submission.
- where sickness, injury or significant personal circumstances prevents a student attending on the day that an in-class assessment task is scheduled.

In such cases the parent/guardian must:

- contact the College before 9.30am on the day and
- provide either a medical certificate or a letter of explanation immediately the student returns. This certificate or letter should be first given to the relevant classroom teacher and then forwarded to the appropriate Head of House for record keeping.

Where the student provides a reason acceptable to the College for the non-submission or non-completion of an assessment task the teacher will:

Courses

- negotiate an adjusted due date for an out-of-class assessment task or an adjusted date for an in-class assessment task (generally, within two days of the student’s return) or
- re-weight the student’s marks for other tasks (if sufficient evidence is available to grade the student) or
- decide on an alternate assessment task if, in the opinion of the teacher, the assessment is no longer confidential or
- statistically estimate the student’s mark for the assessment task on the basis of their marks in similar tasks

If a student is unable to complete assessments because of a sickness, injury or other serious matter, the student may be assigned a ‘U’ (Unfinished) notation instead of a grade (if insufficient evidence is available to assign a grade).

Events that can be rescheduled are not a valid reason for non-completion or non-submission of an assessment task (e.g. sitting a Drivers License test, preparation for or attendance at a social function).

Family holidays during the term and commitments to a student’s employment are not considered a valid reason for non-completion or non-submission of an assessment task. In exceptional circumstances, the parent/guardian may negotiate with the Head of Senior School / Learning Area Co-ordinator the development of an individual education plan. This plan will show how the missed lesson time will be compensated for and any modifications to the assessment outlines for each course.
7 Changes of Course

When a student commences a course unit late they are at risk of being disadvantaged compared to others in the class. An application to transfer is made through the Head of Senior School. A meeting may be held with the parent/guardian to discuss student progress and the requirements necessary for the student to be assigned a grade in the new course.

The deadlines for most changes are:

- Friday of Week 4 of Semester One for all Semester One courses
- Friday of Week 2 of Semester Two for all Semester Two courses.

When a student transfers to a different class in the same course, or a similar course, the marks from any assessment tasks that assess the syllabus will be used. These marks may need to be statistically adjusted to ensure that they are on the same scale as the marks for all students in the new class.

Where additional work and/or assessment tasks are necessary, the teacher will develop an individual education plan showing the extra work to be completed and the modifications to the assessment outline. The plan will be discussed with the parent/guardian and provided to the student.

8 Transfer from Another School

It is the responsibility of any student who transfers into a class from the same course at another school to provide the College with the details of all completed assessment tasks. The Head of Senior School or the relevant Learning Area Co-ordinator will contact the previous school to determine:

- the part of the syllabus that has been completed
- the assessment tasks which have been completed
- the marks/ratings awarded for these tasks.

The Head of Senior School / Learning Area Co-ordinator will:

- use the marks from assessment tasks at the previous school (and where necessary statistically adjust these marks to ensure that they are on the same scale as those at Tranby College)
- determine the additional work, if any, to be completed
- determine the additional assessment tasks, if any, to be completed to enable a grade to be assigned.

Where additional work and/or assessment tasks are necessary, the teacher will develop an individual education plan showing the extra work to be completed and the modifications to the assessment outline. The plan will be discussed with the parent/guardian and provided to the student.

9 Cheating, Collusion and Plagiarism

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking/rating, as original, any work which contains:

- identical or similar to the work of another person (e.g. another student, a parent, a tutor)
- identical, or similar, to a published work unless the source is acknowledged in referencing or footnotes.

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the Head of Senior School / Learning Area Co-ordinator. As part of this process, the student will be provided with the right of reply.

Note: Where a student permits others to copy their work they will also be penalised.
If it is demonstrated beyond reasonable doubt that a student has cheated, colluded or plagiarised, the following penalties will apply:

**Courses**
- a mark of zero for part of the assessment if the teacher can identify the part of the assessment task that has been copied or plagiarised
- a mark of zero for the whole assessment task

Note: The parent/guardian will be informed of the penalty and any further disciplinary action.

**10 Security of Assessment Tasks**

On occasions, there will be more than one class in a course unit where all classes use the same assessment task. In such cases, to ensure that no students are unfairly advantaged, the question papers used for in-class assessment tasks will be collected at the end of the lesson. In their own interests, students must not discuss the nature of the questions with students from the other classes until after all classes have completed the task.

Discussion of the questions will be treated as cheating and the students will be penalised.

Class teachers will retain completed assessment items (question paper and student response) so that information can be readily compiled for the purpose of school moderation.

Where Tranby College uses the same assessment task or examination as other schools, the task and the student responses will be withheld by the teacher until the task has been completed by all school/s.

**11 Examinations**

A written examination will be held in all courses at the end of Semester Two. In some courses a practical examination may also be held.

Examinations are typically 1.5 or 2 hours in Year Ten. The examination timetable and a copy of the examination rules will be issued to students before the commencement of the examination period.

**12 Reporting Achievement**

Tranby College provides an Interim Report at the end of Term One providing general information about student progress. The College reports, in detail, on student achievement at the end of Semester One (Years Ten, Eleven and Twelve) and at the end of Semester Two (Years Ten and Eleven). The report provides the following information:

<table>
<thead>
<tr>
<th>Course Units</th>
<th>Semester One</th>
<th>Semester Two</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a progress grade for the course</td>
<td>a grade for the course</td>
</tr>
<tr>
<td></td>
<td>a progress mark (based on the weighted combination of the marks for all assessment tasks in the unit, including the examination)</td>
<td>a mark (based on the weighted combination of the marks for the assessment tasks in the unit, including the examination)</td>
</tr>
<tr>
<td></td>
<td>the mark in the Semester Two examination</td>
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**13 Reviewing Marks and Grades**

Where a student considers that there is an issue about the marking of an assessment task, the issue should be discussed with the relevant teacher.
Where a student considers that there is an issue about the grade assigned for a course unit they should, in the first instance, discuss the issue with the relevant teacher. If the matter cannot be resolved then the student should approach the Head of Senior School / Learning Area Co-ordinator.

The student or parent/guardian can request, in writing, that the College conducts a formal assessment review, if they consider that the student has been disadvantaged by any of the following:

- the assessment procedures used in the class do not conform with the College’s Assessment Policy
- procedural errors have occurred in the determination of the mark and/or grade
- computational errors have occurred in the determination of the mark and/or grade.

The Head of Senior School, or a nominated representative, will conduct the review. The reviewer will meet with the student and the teacher independently and prepare a written report. This report will be provided to the student and parent/guardian.